

**Security Information**

**FILED:** *Report*  
**RETURN TO** *(two)*  
**RECORDS MANAGEMENT**  
**ADMINISTRATIVE SERVICE**

Reports  
TO (weekly)

25X1

100

$$\begin{array}{r} 0 \\ 5 \\ 1 \\ 0 \\ \hline 6 \end{array} \qquad \begin{array}{r} 0 \\ 7 \\ 2 \\ 22 \\ \hline 31 \end{array}$$

4. No. pending resignation, transfer and/or reassignment:
- |                             |      |
|-----------------------------|------|
| Records Management Section- | 1    |
| Records Center              | - 1  |
| Mail Control                | - 16 |
5. Specific cases on item 4 not in previous reports.
6. New applicants interviewed 2. Recruited by Personnel 2.  
Recruited by this office 0.

4: CIA-RDP  
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	<u>This Week</u>	<u>Average Week 1st 6 Months</u>
1. Microfilming		
Images filmed-Rotary Camera	14,613	21,300
Flat-bed Camera	5,609	13,000
2. Records Center-(all figures in cubic feet)		
Records received for processing and storage	54	—
References to record material	128	220
Records material destroyed	54	—
3. Supplemental Distribution Center		
a. New material for stock:		
Information Reports	916	549
Intelligence Reports	48	63
b. Supplemental Distribution:		
Information Reports	416	229
Intelligence Reports	118	160
Notices	1	54
Regulations	19	145
Others	1	5
c. Initial Distribution:		
Notices	0	3.8
Regulations	8	1.8
Others	2	.3
4. Mail Activities		
a. Post Office Mail		
Incoming	5,504	5,150
Outgoing	6,213	6,550
b. Postage expended	\$ 802.37	\$ 775.00
c. Scheduled Courier trips	239	230
d. Special Courier trips	99	33.4
e. Inter-agency mail by Courier		
Incoming	1,176	770
Outgoing	2,045	1,275
f. Personnel actions:		
Recruitments	1	—
Separations	1	—
g. Use of Motor Pool Vehicles		
Available	15	—
Available but delayed	3	—
Not Available	2	—

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